



NOTAM Quick Reference

Filing a NOTAM: 1800WXBrief.com

FAA Number of your primary aircraft

Your contact information should auto populate.

Operations altitude in AGL

Specify the frequency and schedule of your planned operation.

Use the appropriate COA identifier for your agency, see formatting info below.

NOTAM entries use **Degrees Minutes Seconds**.
43°24'3.02"N, 116°14'19.56"W

Dispatch formatting uses **Degrees Decimal Minutes**
43° 24.050'N, 116° 14.326'W

Use Degrees Minutes Seconds > Delete all numbers after the decimal > Delete all special characters

- Latitude must use 6 digits.
- Longitude must use 7 digits.

	4	3	2	4	0*	3	N
1	1	6	1	4	1	9	W

Use position identifiers. North and West for the United States.
+ = N - = W

*Add zeros to meet the digit requirements

Degrees Minutes Seconds

Troubleshooting coordinates:

- Ensure the coordinate format is **Degrees Minutes Seconds**
- No special characters like ' ° ' , .
- 6** digits for Latitude and **N**, **7** digits for longitude and **W**
- If entering multiple sets of coordinates, separate them with a single space

The COA entry requires 4 elements:

Year Issued: 2025
FAA Service Center Identifier: WSA
Authorization Number: 16323
Specification: COA

These elements are listed in the header of the COA form

Separate each element with a dash on entry
DOI COA: 2025-WSA-16323-COA
USFS COA: 2025-WSA-16339-COA

Unmanned Aircraft System COA
Public Agency
2023-WSA-11904 REV 2-COA

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